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~~CONFIDENTIAL~~

19 January 1950

MEMORANDUM

TO: Branch Chiefs and Assistant Chiefs, Services Division

SUBJECT: Safety Program

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1. Reference is made to Administrative Instruction No. [ ] dated 4 January 1950, Subject: Safety Program.

2. In compliance with the above mentioned Administrative Instruction, the procedure indicated below will be followed in the Services Division in connection with the appointment and duties of Area Safety Officers:

- a. The Chiefs and Assistant Chiefs of the Branches of Services Division will serve on a rotation basis as Area Safety Officers for the Division.
- b. A roster of the Branch Chiefs and Assistant Chiefs has been arranged in alphabetical order, and the individuals concerned will serve in the order listed below:



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c. The first individual will serve for the period from the present time through 31 March 1950, and each individual thereafter will serve for a three month period.

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d. In addition to the duties described in Administrative Instruction No. [ ], the individual serving as Area Safety Officer will make at least one physical inspection during each 30 day period of all activities under the Services Division to determine what safety hazards or other related problems exist. A written report of the findings of such inspections will be made to the Chief, Services Division.

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cc: Chief, Audit Group (2)  
Chief, General Services Br. (2)  
Chief, Services Division (2)  
Chief, Supply Branch (2)  
Chief, Transportation Br. (2)

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